



Specifications for Completing the Student Record Collection

2007 - 2008

Student Record Collection – 2007 - 2008

General Information

To comply with the information and reporting requirements for adequate yearly progress, report cards, and performance indicators of the No Child Left Behind Act (NCLB), the Department of Education has implemented a Student Record Collection System to consolidate and promote efficiency in processing multiple data collections.

1. Collect Data

- Collect the data within the division.
- Compile the aggregate data required on the Miscellaneous Web Data Collection Statistics.
- Use the File Layout to assemble a tab-delimited file of the student level data.

2. Submit Data

- Log in to the Single Sign-On for Web Application Systems (SSWS).
 - Enter the data for the Miscellaneous Web Data Collection Statistics.
 - Upload the tab-delimited file of student records for the Student Record Collection.

3. Check SSWS for Pass/Fail notifications

- The status of the submitted student records file can be found on the Status Tracking page of the SSWS.
- Once the Student Record data is processed, a color-coded notification table on the Submit Data page will indicate whether the uploaded file passed or failed the five (5) validation checkpoints.
- These checkpoints are only related to the file layout. Any file with a FAIL indicator must be corrected and resubmitted. (Return to Step 1.)

4. View or Download the data edits from SSWS

- After the uploaded file of Student Record data passes the five validation checkpoints, the data elements for each record will be validated.
- Two types of errors could be generated. Fatal errors consist of erroneous data for the required elements and Warnings consist of questionable data for optional elements.
- Unless a Successful Upload Status is received in the Status Tracking table, all fatal errors must be corrected and resubmitted. (Return to Step 1.)

5. Download the Verification Report from SSWS

- After all the fatal errors have been corrected, resubmitted and the file is error free, the verification reports can be downloaded.
- **Note:** If tuition is paid to other LEAs, the Verification Report is dependent upon the data of those LEAs. Therefore, the Verification Report may not be accurate until all the data from those LEAs has been submitted.
- These reports should be reviewed very carefully. If inaccurate, the Miscellaneous Web Data Collection Statistics or the tab-delimited file of student record data must be corrected and resubmitted. (Return to Step 1.)

Student Record Collection – 2007 - 2008

- If the reports are correct, a signed copy must be faxed to 804-786-0101. If there are any identified errors at this point, the entire Student Record Collection file must be corrected and resubmitted. (Return to Step 1.)

Individual Student Level Records

- Every student who depends on a public school division in Virginia for a free appropriate public education must be included in each student record collection. This includes all full-time and part-time students served in the division's schools as well as those the division has helped place in other public and private schools/centers regardless of how the placements are funded.
- One record per student per school per record collection EXCEPT when Grade Level Code, Kindergarten Half-Day Flag, GED Program Code, Tuition Paid Code, or Non-public student FTE changes while still attending the same school. In these cases, a student MAY have more than one record per school per record collection.
- If a student has more than one record, only one record can be Active.

Compile your data for each student:

- Include all required elements. Any element not required is optional. If optional elements are not submitted, a tab character must be included. Any record that does not have the correct number of tab characters will FAIL the second of five first round validation checkpoints.
- Any student who is receiving educational services that are in whole or in part being paid for with state or federal money must be included in the Student Record Collection.
 - Any student who receives educational services at a public school in Virginia OR who attends a private school where a Local Education Agency (LEA) pays the tuition should be reported.
 - In general, the school division (Serving Division) that provides the educational services to the student will submit a record(s) for the student. Only the LEAs, the Schools for the Deaf and Blind, the Department of Correctional Education and State Operated Programs report data to the Virginia Department of Education. If a student receives educational services from another source, then the division that is fiscally responsible for that student will report a record(s) for the student. **Note:** The LEAs' division numbers are all less than or equal to 219, the Department of Correction's division number is 900 and the State Operated Program's division number is 901. Therefore, if the Serving Division number is greater than 219 OR not equal to 900, 901, 564, 873, 879, 920, 921, 922, 924, 948, or 959, the Responsible Division will report the record(s).
 - The record(s) of a student who is enrolled in a half-day program at a Governor's School or other type of regional center or school should have the Governor's School or other type of regional center or school listed as the Serving Division and Serving School/Center.
- One record is due for each student at each school where the student has at least one day of membership. A student who entered and withdrew from several different schools during the school year will have one record for each school.
- **Exception:** All active, non-graduating students from the previous End-of-Year SRC should have a record on the Fall SRC. For the students who did not return to your

Student Record Collection – 2007 - 2008

division in the fall, a record with the appropriate Exit/Withdrawal Code will be required. These students should be reported with Active Status Code = N. (See notes for Active Status Code element)

- **Exception:** A student, who completed the prior school year but did not report for the current school year by October 1, will also have one record on the current school year's EOY collection even though the record may not have an Entry Code or Entry Date and will show zero days of Aggregate Days Present and Aggregate Days Absent. (See Summer Dropout Flag.)
- **Exception:** A student, whose W8 Exit/Withdrawal Code changed to W4, W5, W6, or W7 between the EOY submission and October 1 of the next school year, will have a "corrected" record on the current school year's FALL collection even though the record may not have an Entry Code or Entry Date. (See Active Status Code.)
- **Exception:** A student, whose W9 Exit/Withdrawal Code changed to W4, W5, W6, W7 or W8 between the EOY submission and their expected return date, will have a "corrected" record on the current school year's EOY collection even though the record may not have an Entry Code or Entry Date. (See Active Status Code.)
- **Exception:** One record per student per school per record collection EXCEPT when Grade Level Code, Kindergarten Half-Day Flag, GED Program Code, Tuition Paid Code, or Non-public student FTE changes while still attending the same school. In these cases, a student MAY have more than one record per school per record collection.
- **Exception:** A student, who returns to school after completing the 12th grade to take an SOL for verified credit, will also have a record on the Student Record Collection.

Data Format Guidelines:

- **Flags:** If the data element name contains the word "flag", an **N** for 'no' or a **Y** for 'yes' is required. Blanks will not be accepted. VDOE recommends setting the default value for all "flag" fields to **N**.
- **Codes:** If the data element name contains the word "code", only a valid code or blank will be accepted. Please refer to the lists of valid codes for each of these data elements.
- **Implied Characters:** In the Student Record Collection, the percent sign (%) for Spec Ed Weekly Time % is implied. Enter 65 for 65%. The decimal point (.) for Non-public Student FTE is also an implied character. Enter 50 for .50.
- **Blanks:** Blanks must truly be blanks. Do not enter a zero or blank character space (i.e. hit the spacebar one time) when leaving a field blank.

Student Record Collection – 2007 - 2008

Element Descriptions:

▲ State Testing Identifier

Required: FALL, SPR, EOY, SUM, EIMS **Format:** numeric **Maximum Length:** 10

The State Testing Identifier is a 10 digit numeric field and cannot begin with 0 or contain repetitive sequences such as 111, or 222, etc. It is unique for each student.

The State Testing Identifier will be the unique number provided by EIMS to uniquely identify the student within the State.

Edit checks for valid State Testing Identifier

- One record per student per school, except when Grade Level Code, Kindergarten Half-Day flag, GED Program Code, Tuition Paid Code or Non-public FTE changes while still attending the same school.
- If a student has more than one record, only one record can be Active.
- The State Testing Identifier must be a valid EIMS assigned number.

▲ Unique Local Student Identifier

Required: EIMS **Format:** alpha numeric **Maximum Length:** 12

The Unique Local Student Identifier is locally assigned to uniquely identify the student within the division. The code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc.

Notes:

- This element will be discontinued in the school year 2009-2010.

▲ Responsible Division Number

Required: FALL, SPR, EOY, SUM, EIMS **Format:** numeric **Maximum Length:** 3

The Responsible Division Number is a three-digit, state-assigned number where: A) the student resides, B) attends a school through open enrollment, or C) tuition is waived.

Codes for Responsible Division Number

Refer to the list of Division/School codes posted at:

<http://www.doe.virginia.gov/VDOE/Publications/student-coll/divisions-schools.pdf>

Edit checks for valid Responsible Division Number

- Valid three-digit, state-assigned division number
- Division number must be less than or equal to 219, OR equal to 900, 901, 564, 873, 879, 920, 921, 922, 924, 948, or 959.

Notes:

- In general, the Serving Division **reports** all the students served in their schools.

Student Record Collection – 2007 - 2008

- Only divisions whose number is less than or equal to 219, OR equal to 900, 901, 564, 873, 879, 920, 921, 922, 924, 948, or 959 will submit a report to VDOE.
- If the Serving Division number is greater than 219 OR not equal to 900, 901, 564, 873, 879, 920, 921, 922, 924, 948, or 959, the Responsible Division must report the records of those students.

▲ Responsible School Number

Required: FALL, SPR, EOY, SUM, EIMS **Format:** numeric **Maximum Length:** 4

The Responsible School number is a four-digit, state-assigned number where: A) the student resides, B) attends a school through open enrollment, or C) tuition is waived.

The record(s) of the student who is enrolled in a half-day program at a Governor's School or other type of regional center or school should have the Governor's School or other type of regional center or school listed as the Serving Division and Serving School/Center.

Codes for Responsible School Number

Refer to the list of Division/School codes posted at:

<http://www.doe.virginia.gov/VDOE/Publications/student-coll/divisions-schools.pdf>

Edit checks for valid Responsible School Number

- The school number must be a valid school code within the Responsible Division
- Valid four-digit, state-assigned school number

Notes:

- Refer to the Membership Scenarios posted at:
<http://www.doe.virginia.gov/VDOE/Publications/NCLB/mem-scen.doc>

▲ Serving Division Number

Required: FALL, SPR, EOY, SUM, EIMS **Format:** numeric **Maximum Length:** 3

The Serving Division Number is a three-digit, state-assigned number used to identify the division or agency that provides services to the student.

Codes for Serving Division

Refer to the list of Division/School codes posted at:

<http://www.doe.virginia.gov/VDOE/Publications/student-coll/divisions-schools.pdf>

Edit checks for valid Serving Division Code

- Valid three-digit, state-assigned division number

Notes:

- In general, the Serving Division **reports** all the students served in their schools.
 - Only divisions whose number is less than or equal to 219, OR equal to 900, 901, 564, 873, 879, 920, 921, 922, 924, 948, or 959 will submit a report to VDOE.

Student Record Collection – 2007 - 2008

- If the Serving Division number is greater than 219 OR not equal to 900, 901, 564, 873, 879, 920, 921, 922, 924, 948, or 959, the Responsible Division must report the records of those students.

▲ **Serving School/Center Number**

Required: FALL, SPR, EOY, SUM, EIMS **Format:** numeric **Maximum Length:** 4

The Serving School/Center Number is a four-digit, state-assigned number used to identify the school, center, program, or placement that provides services to the student.

Codes for Serving School/Center

Refer to the list of Division/School codes posted at:

<http://www.doe.virginia.gov/VDOE/Publications/student-coll/divisions-schools.pdf>

Edit checks for valid Serving School/Center Code

- The school or center's number must be a valid school code within the Serving Division
- Valid four-digit, state-assigned school number

Notes:

- Refer to the Membership Scenarios posted at:
<http://www.doe.virginia.gov/VDOE/Publications/NCLB/mem-scen.doc>

▲ **Active Status Code**

Required: FALL, SPR, EOY, EIMS **Format:** alpha **Maximum Length:** 1

The Active Status Code is used to indicate the status of the student as of the snapshot date (10/1, 3/31, or EOY). An inactive student has at least one day of membership at some point during the school year, but is not currently enrolled in the Serving School/Center as of the snapshot date.

Codes for Active Status

A = Active

I = Inactive

N = Not Enrolled (see notes below for examples of use)

Edit checks for valid Active Status

- A, I or N required
- Blanks are not permitted

Notes:

- Use I when the student has at least one day of membership at some point during the school year, but is not currently enrolled in the Serving School/Center as of the snapshot date.
- Use N in the FALL Collection to identify the corrected W8 records from the EOY Collection
- Use N in the EOY Collection to identify graduates who completed their senior year at a college or university

Student Record Collection – 2007 - 2008

- Use N in the EOY Collection to identify a summer dropout
- Use N in the FALL, SPR, or EOY Collections to identify a former high school student returning to take a Standards of Learning Test to earn verified credits for a diploma
- Use N when there will be zero (0) days of membership for the current school year.
- Use N to report students that are served in the Local or Regional Jails within your division.
- Students reported with Active Code = N need to have Responsible and Serving Division and School information and all basic demographic data such as date of birth, race, gender, grade and names. Entry dates and entry codes are not required. Program Information such as primary disability (Jail students must report a valid disability code), LEP, gifted, and others can be left blank. On the End of Year submission, a CTE Finisher Code must be submitted for a student in grades 09-12. All required flags can be defaulted to 'N' for those students submitted with Active Code = N.

▲ Entry Code

Required: FALL, SPR, EOY, EIMS **Format:** alpha numeric **Maximum Length:** 4

The Entry Code identifies the process by which the student first entered the school during a given school year. Original Entries are, for each school year, those pupils entering any public school for the first time during that year. (See all codes for required E0, E1, or E2 entry short codes.) Re-entries are, for each school year, those pupils received from another classroom in the same school or from another public school in the State. In every case these pupils have already been coded as Original Entries for each school year in some public school in the State.

Codes for Entry Code

Listed below are the state-approved Entry Codes. The two-digit bolded code is the short code. All four characters comprise the long code. Either can be used for this element. The long code will be required beginning with school year 2008 – 2009.

More descriptive definitions for each Entry Code are posted at:

http://www.doe.virginia.gov/VDOE/Publications/student-coll/code_values.html

E0 = Entry into an Individualized Student Alternative Education Program

E1 = Any Student who has not previously, during this school year, entered any public school in this or any other State

E2 = Any Student from another State who has not previously, during this school year, entered any public school in this State but who has during the year, been entered in a public school in the State from which the student came (This includes any school operated by the Federal Government.)

R0 = Entry into an Individualized Student Alternative Education Program (ISAEF)

R1 = Any Student received from another room in the same school

R2 = Any Student received from another public school in the same county or city

R3 = Any Student received from a public school in the State but outside the county or city

R4 = Any Student re-entering the same school after withdraw or discharge

Student Record Collection – 2007 - 2008

E099 = Entry into an Individualized Student Alternative Education Program
E104 = Transfer from a private, non-religiously-affiliated school in the same local education agency
E105 = Transfer from a private, non-religiously-affiliated school in a different local education agency in the same state
E106 = Transfer from a private, non-religiously-affiliated school in a different state
E107 = Transfer from a private, religiously-affiliated school in the same local education agency
E108 = Transfer from a private, religiously-affiliated school in a different local education agency in the same state
E109 = Transfer from a private, religiously-affiliated school in a different state
E110 = Transfer from a school outside of the country
E111 = Transfer from a state-operated institution
E113 = Transfer from home schooling
E119 = Original entry into a United States school
E120 = Original entry into a United States school from a foreign country with no interruption in schooling
E121 = Original entry into a United States school from a foreign country with an interruption in schooling
E203 = Transfer from a public school in a different state
R099 = Entry into an Individualized Student Alternative Education Program
R115 = Re-entry from the same school with no interruption of schooling
R201 = Transfer from a public school in the same local education agency
R212 = Transfer from a charter school in the same local education agency
R214 = Matriculation from another school within the same local education agency
R216 = Re-entry from homebound instruction
R217 = Re-entry into Homebound education within the same LEA
R218 = Re-entry into a school from Home-based education
R219 = Re-entry into Home-based education within the same LEA
R298 = Re-entry into a school from an Individualized Student Alternative Education Program
R302 = Transfer from a public school in a different local education agency in the same state
R312 = Transfer from a charter school in a different local education agency in the same state
R415 = Re-entry into original school after an out-of-state transfer
R416 = Re-entry into a different school after an out-of-state transfer
R417 = Re-entry after a voluntary withdrawal
R418 = Re-entry after an involuntary withdrawal

Edit checks for valid Entry Code

- Valid Entry Code, reflecting the student's FIRST entrance into the Serving School/Center, is required

Student Record Collection – 2007 - 2008

- If the Active Status Code is N, then an Entry Code is optional
- If the Summer Dropout Flag is Y, then an Entry Code is optional

▲ Entry Date

Required: FALL, SPR, EOY, EIMS **Format:** Date **Maximum Length:** 10

The Entry Date will be the actual date associated with the entry code that represents the student's first day of enrollment in the reporting school for the school year. (The reporting school is the school within the division that is submitting the record.)

Edit checks for valid Entry Date

- mm/dd/yyyy (including slashes)
- Valid date within the current school year
- The Entry Date corresponds to the Entry Code. Use the date reflecting the student's FIRST entrance into the Serving School/Center
- If the Active Status Code is N, then an Entry Date is optional
- If the Summer Dropout Flag is Y, then an Entry Date is optional
- For FALL, the Entry Date must be on or before October 1st
- For SPR, the Entry Date must be on or before March 31st
- For EOY, the Entry Date must be on or before the last day of school.

Notes:

- Regardless of the number of times the student withdraws and reenters a Serving School/Center, the **ORIGINAL** Entry Code and Entry Date must be reported.
- Refer to the Miscellaneous Scenarios posted at:
<http://www.doe.virginia.gov/VDOE/Publications/NCLB/other-scen.doc>

▲ Exit/Withdrawal Code

Required: FALL, SPR, EOY, EIMS **Format:** alpha numeric **Maximum Length:** 4

The Exit/Withdrawal code identifies the circumstances under which the student last exited from membership in the school.

Codes for Exit/Withdrawal Code

Listed below are the state-approved Exit/Withdrawal Codes. The two-digit bolded code is the short code. All four digits comprise the long code. Either can be used for this element. The long code will be required in school year 2008 – 2009.

More descriptive definitions for each Exit/Withdrawal Code have been posted at:
http://www.doe.virginia.gov/VDOE/Publications/student-coll/code_values.html

W0 = Student withdrawn to enter Individualized Student Alternative Education Program (ISAEP)

W1 = Student promoted or transferred to another room in the same school

W2 = Student promoted or transferred to a public school in the same county or city

W3 = Student transferred to a non-public school or a school in a foreign country which is not operated by our own government

Student Record Collection – 2007 - 2008

- W4** = Student transferred to a public school in another county or city within the state or to a State-operated institution or hospital within the state
- W5** = Student transferred to a public school in another state (This includes any school operated by the Federal Government.)
- W6** = Student withdrawn because of death
- W7** = Student graduated
- W8** = Student withdrawn for other reasons and not entering another school
- W9** = Student withdrawn after being absent fifteen (15) consecutive days who is expected to re-enter school
- W016 = Withdrawal to enter Individualized Student Alternative Education Program
- W115 = Transfer to another room in the same school
- W118 = Transfer to a special education program from regular education program within the school
- W119 = Transfer to regular education program from special education program within the same school
- W201 = Transfer to a public school in the same local education agency
- W212 = Transfers to a charter school in the same local education agency
- W214 = Matriculation to another school within the same local education agency
- W217 = Transfer to homebound instruction
- W218 = Transfer to a special education program from regular education program that is located within the same local education agency
- W219 = Transfer to regular education program from special education program that is located within the same local education agency
- W221 = Transfer from an Individualized Student Alternative Education Program (ISAEPP) to a regular education program in a school within the same local education agency
- W222 = Transfer to home-based instruction
- W304 = Transfer to a private, non-religiously-affiliated school in the same local education agency
- W305 = Transfer to a private, non-religiously-affiliated school in a different local education agency in the same state
- W306 = Transfer to a private, non-religiously-affiliated school in a different state
- W307 = Transfer to a private, religiously-affiliated school in the same local education agency
- W308 = Transfer to a private, religiously-affiliated school in a different local education agency in the same state
- W309 = Transfer to a private, religiously-affiliated school in a different state
- W310 = Transfer to a school outside of the country
- W312 = Transfer to a charter school that is not located within the administrative boundaries of the same local education agency but is in the same state
- W313 = Transfer to home schooling

Student Record Collection – 2007 - 2008

- W314 = Transfer to public post-secondary education institution in Virginia - A student who withdraws to enter a public post-secondary program of instruction or institution of higher education in Virginia and is not concurrently enrolled in a school in the local education agency.
- W320 = Transfer to a private post-secondary education
- W402 = Transfer to a public school in a different local education agency in the same state
- W411 = Transfer to a state-operated institution
- W412 = Transfer out of a state-operated institution - A student who transfers out of a state-operated institution. Use this code if no other code applies. This code can only be used by mental health institutions, correctional institutions, juvenile service agencies, care shelters, and detention facilities.
- W420 = Transfer to public post-secondary education institution in Virginia
- W503 = Transfer to a public school in a different state
- W520 = Transfer to post-secondary education outside of Virginia
- W650 = Death
- W730 = Graduated with diploma
- W731 = Completed school with other credentials
- W732 = Completed grade 12, but did not pass required test(s)
- W880 = Discontinued schooling
- W960 = Withdrawn after being absent fifteen (15) consecutive days for extended illness
- W961 = Suspension exceeding 15 days
- W970 = Withdrawn after being absent fifteen (15) consecutive days

Edit checks for valid Exit/Withdrawal Codes

- Must be a valid short or long Exit/Withdrawal Code
- If the Active Status Code is I, then an Exit/Withdrawal Code is required
- If the Active Status Code is N, then an Exit/Withdrawal Code is optional
- If the Summer Dropout Flag is Y, then an Exit/Withdrawal Code is optional

▲ Exit/Withdrawal Date

Required: FALL, SPR, EOY, EIMS **Format:** Date **Maximum Length:** 10

The Exit/Withdrawal Date will be the actual date associated with the Exit/Withdrawal Code. It will represent the day after the student's last day of attendance for the school year that is being reported.

Edit checks for valid Exit/Withdrawal Date

- mm/dd/yyyy (including slashes)
- Valid date within the current school year
- The Exit/Withdrawal Date corresponds to the Exit/Withdrawal Code
- Use the date reflecting the student's last day of attendance for the school year

Student Record Collection – 2007 - 2008

- If the Active Status Code is I, then an Exit/Withdrawal Date is required
- If the Active Status Code is N, then an Exit/Withdrawal Date is optional
- If the Summer Dropout Flag is Y, then an Exit/Withdrawal Date is optional

Notes:

- The Entry Date and Exit/Withdrawal Date are NOT used in the calculation of Average Daily Attendance (ADA) or Average Daily Membership (ADM). The calculation of ADA and ADM requires the Number of Days School was in Session from the Miscellaneous Web Data Collection Statistics Form and Aggregate Days Present and Aggregate Days Absent from the Student Records Data Collection

▲ Racial/Ethnic Code

Required: FALL, SPR, EOY, SUM, EIMS **Format:** numeric **Maximum Length:** 2

The Racial/Ethnic Code identifies the racial category that most clearly reflects the student's recognition of his or her community or with which the student most identifies.

Codes for Racial/Ethnic

- 00 = Unspecified
- 01 = American Indian
- 02 = Asian
- 03 = Black
- 04 = Hispanic
- 05 = White
- 06 = Native Hawaiian (optional)

Edit checks for valid Racial/Ethnic Codes

- Valid Racial/Ethnic Code

Notes:

- Reporting students in Race/Ethnicity Code 06 (Native Hawaiian/Other Pacific Islander) is optional. These students were previously grouped with 02 (Asian) students, and you may continue reporting them with 02 (Asian).

▲ Gender Code

Required: FALL, SPR, EOY, SUM, EIMS **Format:** alpha **Maximum Length:** 1

The Gender Code identifies the student's gender.

Codes for Gender

- M = Male
- F = Female

Edit checks for Gender Code

- Valid Gender Code

Student Record Collection – 2007 - 2008

▲ Birth Date

Required: FALL, SPR, EOY, SUM, EIMS **Format:** Date **Maximum Length:** 10

The Birth Date is the month, day, and year on which the student was born

Edit checks for valid Birth Date

- mm/dd/yyyy (including slashes)
- Birth date is before current date
- Valid date within the expected age range for grade level and school
 - Under 20 years old as of 8/1 for regular education students
 - 21 years old or less as of 9/30 for special education students
 - Under 22 years old as of 8/1 for LEP students

▲ Grade Level Code

Required: FALL, SPR, EOY, SUM, EIMS **Format:** alpha numeric **Maximum Length:** 2

The Grade Level Code identifies the grade level at which the student receives services in a school or an educational institution during a given academic session.

Codes for Grade Level

PK = PreKindergarten

JK = Junior Kindergarten

KA = Half-Day Kindergarten – AM

KP = Half-Day Kindergarten – PM

KG = Kindergarten

T1 = Transitional First Grade

01 = Grade 1

02 = Grade 2

03 = Grade 3

04 = Grade 4

05 = Grade 5

06 = Grade 6

07 = Grade 7

08 = Grade 8

09 = Grade 9

10 = Grade 10

11 = Grade 11

12 = Grade 12

PG = Post Graduate

TT = Test Taker

Student Record Collection – 2007 - 2008

Edit checks for valid Grade Level Code

Valid Grade Level Code within the low/high grade range of the Responsible School/Center and the Serving School/Center

Note: Enrolled students who have received a GED, a General Achievement Diploma (GAD) or Modified Standard diploma should not be considered Postgraduate (PG) students. According to paragraph D.3. of Section 20 131 50 of the *Standards of Accreditation*, "The student who has chosen to pursue a Modified Standard Diploma shall also be allowed to pursue the Standard or Advanced Studies Diploma at any time throughout that student's high school career, and the student must not be excluded from courses and tests required to earn a Standard or Advanced Studies Diploma."

Therefore, if a student is of school age, received a GED, a General Achievement Diploma (GAD) or Modified Standard diploma, and returns for a Standard or Advanced Studies Diploma, they may be included in March 31 and End-of-Year ADM. Students listed as PG students will be excluded from March 31 and End-Of-Year ADM.

▲ **Kindergarten Half-Day Flag**

Required: FALL, SPR **Format:** alpha **Maximum Length:** 1

The Kindergarten Half-Day Flag identifies the kindergarten student who attends a half-day session.

Flag for Kindergarten Half-Day

Y = Yes, student attends half-day Kindergarten

N = No, student does not attend half-day Kindergarten

Edit checks for valid Kindergarten Half-Day Flag

- Y or N required
- Blanks are not permitted
- If Kindergarten Half-Day Flag is Y, Grade Level Code must be JK, KA, KP, or KG, or T1

▲ **Primary Disability Code**

Required: FALL, SPR, EOY, SUM, EIMS **Format:** alpha numeric **Maximum Length:** 3

The Primary Disability Code identifies the primary disability type for the student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP).

As defined by the Individuals with Disabilities Act of 1997

Disability types are used for students who are eligible for services under the Individuals with Disabilities Education Act (IDEA) and who have Individualized Education Programs (IEPs). "Individualized Education Program" means a written statement for a child with a disability that is developed, reviewed, and revised in a team meeting in accordance with the Regulations Governing Special Education Programs for Children with Disabilities in Virginia. The IEP specifies the individual educational needs of the child and what special education and related services are necessary to meet the needs.

Student Record Collection – 2007 - 2008

Codes for Primary Disability

Listed below are the state-approved Disability Codes. The numeric code must be used for this element.

More descriptive definitions for each Disability Code are posted at:

http://www.doe.virginia.gov/VDOE/Publications/student-coll/code_values.html

- 1 = MR - Mental retardation
- 2 = SD - Severe disability
- 3 = MD - Multiple disabilities
- 4 = OI - Orthopedic impairment
- 5 = VI - Visual impairment
- 6 = HI - Hearing impairment
- 7 = SLD - Specific learning disability
- 8 = ED - Emotional disturbance
- 9 = SLI - Speech or language
- 10 = OHI - Other health impairment
- 12 = DB - Deaf-blindness
- 13 = AUT - Autism
- 14 = TBI - Traumatic brain injury
- 15 = 504 - Qualified individual with disabilities under Section 504 of the Rehabilitation Act
- 16 = DD - Developmental delay

Edit checks for valid Primary Disability Codes

- Blank or a valid numeric Disability code
- Required if Serving Division Code is 600, Special Education Private School

▲ Special Education Weekly Time Percent

Required: FALL **Format:** numeric **Maximum Length:** 3

The Special Education Weekly Time Percent represents the total percentage of time that the student spends each week with a special education teacher.

Edit checks for valid Special Education Weekly Time Percent

- Enter only whole numbers 1-100. The percent sign is implied.
- If Grade Level Code is KA, KP, KG, T1, 01, 02 or 03 AND Primary Disability Code is not blank, then Special Education Weekly Time Percent is required
- If Primary Disability Code is blank or 15 (504) then Special Education Weekly Time Percent must be blank

Student Record Collection – 2007 - 2008

Notes:

- This percentage is the sum of the primary, secondary, and tertiary percentages if the student has more than one disability

▲ Disadvantaged Status Flag

Required: FALL, SPR, EOY, SUM, EIMS **Format:** alpha **Maximum Length:** 1

The Disadvantaged Status Flag identifies the student as economically disadvantaged if the student: 1) is eligible for Free/Reduced Meals, or 2) receives TANF, or 3) is eligible for Medicaid, or 4) identified as either Migrant or experiencing Homelessness.

Beginning in the 2005 – 2006 school year, the Disadvantaged Status is 'as of any point in the school year' and for the duration of that school year. If the student is identified as experiencing homelessness or becomes identified as migrant, at any point during the school year, the student is automatically identified as Disadvantaged and is also eligible for the Free and Reduced Meals Program. Although it is well within the scope of the division to store the Homeless and Migrant status flag in their Student Information Systems, it is only the division's Homeless and Migrant liaisons that should coordinate the benefits for the student. This change in eligibility is outlined in Superintendents Memo Regulatory #5, available at:

<http://www.doe.virginia.gov/VDOE/suptsmemos/2005/reg005.html>

Codes for Disadvantaged Status Flag

Y = Student is Disadvantaged

N = Student is not Disadvantaged

Edit checks for Disadvantaged Status Flag

- Y or N required
- Must be Y if Migrant Status Flag is Y
- Must be Y if Homeless Status Flag is Y

▲ LEP Status Code

Required: FALL, SPR, EOY, SUM, EIMS **Format:** alpha; **Maximum Length:** 2

The Limited English Status Code identifies the status of the student with Limited English Proficiency (LEP).

As defined by P.L. 107-100, Title IX, Part A, Sec. 9101, (25)

The term 'limited English proficient' when used with respect to an individual, means an individual—

(A) who is aged 3 through 21;

(B) who is enrolled or preparing to enroll in an elementary school or secondary school;

(C) (i) who was not born in the United States or whose native language is

Student Record Collection – 2007 - 2008

a language other than English;

(ii) (I) who is a Native American or Alaska Native, or a native resident of the outlying areas and (II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or

(iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and

(D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual—

(i) the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);

(ii) the ability to successfully achieve in classrooms where the language of instruction is English; or

(iii) the opportunity to participate fully in society. [P.L. 107-100, Title IX, Part A, Sec. 9101, (25)]

Codes for LEP Status Code

- 1 = LEP and Receiving Services
- 2 = LEP and on Monitor Status – 1st year
- 3 = LEP and on Monitor Status – 2nd year
- 4 = Identified as LEP, but not receiving services
- 5 = First Year of Post Monitoring Status (FLEP1)
- 6 = Second Year of Post Monitoring Status (FLEP2)

Edit checks for valid LEP Status Code

- Blank or a valid LEP Status Code

▲ LEP Proficiency Code

Required: FALL, SPR, EOY, SUM, EIMS **Format:** numeric; **Maximum Length:** 1

The LEP Proficiency Code identifies the level of proficiency of a Limited English Proficient (LEP) student.

Codes for LEP Proficiency Code

- 1 = Proficiency Level 1
- 2 = Proficiency Level 2
- 3 = Proficiency Level 3
- 4 = Proficiency Level 4

Edit checks for valid LEP Proficiency Codes

- Blank or a valid LEP Proficiency Code
- Required when LEP Status Code is 1 or 4

Student Record Collection – 2007 - 2008

▲ Country of Birth Code

Required: FALL **Format:** alpha numeric **Maximum Length:** 4

The Country of Birth Code identifies the name of the country in which the student was born.

Code for Country of Birth

The Country Codes are posted at:

http://www.doe.virginia.gov/VDOE/Publications/student-coll/code_values.html

Edit checks for Country of Birth Code

- Blank, if US or a valid country code
- If Country of Birth is 2310 (United States), leave blank

▲ Home Language Code

Required: FALL **Format:** alpha numeric **Maximum Length:** 4

The Home Language code identifies the language or dialect routinely spoken in a student's home. This language or dialect may or may not be a student's native language.

Codes for Home Language

The Language Codes are posted at:

http://www.doe.virginia.gov/VDOE/Publications/student-coll/code_values.html

Edit checks for Home Language

- Blank or a valid language code
- If Home Language Code is 400 (English), leave blank
- If LEP Status Code is not blank, Home Language Code is required

▲ Immigrant Status Flag

Required: FALL **Format:** alpha **Maximum Length:** 1

The Immigrant Status Flag identifies whether the student is classified as an "immigrant." Include foreign exchange students if parameters of the definition are met.

As defined by P.L. 107-100, Title III, Part C, Sec. 3301, (6)

The term 'immigrant children and youth' means individuals who—

- (A) are aged 3 through 21;
- (B) were not born in any State; and
- (C) have not been attending one or more schools in any one or more States for more than 3 full academic years.

Codes for Immigrant Status Flag

Y = Yes, student is classified as an immigrant

Student Record Collection – 2007 - 2008

N = No, student is not classified as an immigrant

Edit checks for Immigrant Status

- Y or N required
- If Immigrant Status is Y, then the Country of Birth Code is required
- Warning received if Country Code is not blank and Grade Code is JK, KG, KA, KP, T1, 01, or 02

▲ Migrant Status Flag

Required: FALL, SPR, EOY, SUM, EIMS **Format:** alpha **Maximum Length:** 1

The Migrant Status Flag identifies if the student is classified as "Migrant."

As defined by P.L. 107-110, Title I, Part C, Section 1309

The term 'migratory child' means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work—

(A) has moved from one school district to another;

(B) in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or

(C) resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Codes for Migrant Status Flag

Y = Yes, student is classified as an Migrant

N = No, student is not classified as Migrant

Edit checks for Migrant Status

- Y or N required
- If Migrant Status Flag is Y then the Disadvantaged Status Flag must be Y

Notes:

A certificate of eligibility from the Division's Migrant coordinator must identify the student as eligible for Migrant programs. Once the student is identified as migrant at any point in the school year, the status remains for the entire school year, the student is automatically identified as Disadvantaged, and the student is also eligible for the Free and Reduced Meals Program. Although it is well within the scope of the division to store the Migrant status flag in their Student Information Systems, it is up to the Migrant Coordinator to coordinate the benefits and services for the student.

Student Record Collection – 2007 - 2008

▲ Homeless Status Flag

Required: FALL, SPR, EOY, SUM **Format:** alpha **Maximum Length:** 1

The Homeless Status Flag identifies if the student is identified as "Homeless."

As defined by McKinney-Vento Homeless Education Assistance Act, Title VII, Part B, Sec. 725, (2)

The term 'homeless children and youths' —

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes —

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Flag for Homeless Status

Y = Yes, student is identified as Homeless

N = No, student is not identified as Homeless

Edit checks for Homeless Status Flag

- Y or N required
- If Homeless Status Flag is Y, then Disadvantaged Status Flag must be Y

Notes:

Once the student is identified as experiencing homelessness at any point in the school year, the student is automatically eligible for the Free and Reduced Meals Program and therefore identified as Disadvantaged. Although it is well within the scope of the division to store the Homeless status flag in their Student Information Systems, it is only the Homeless liaison that should coordinate the benefits for the student.

▲ Neglected/Delinquent Status Flag

Required: FALL **Format:** alpha **Maximum Length:** 1

The Neglected/Delinquent Status Flag identifies the student classified as Neglected or Delinquent.

In accordance with P.L. 107-110, Title I, Part D, Section 1432

In order to be eligible to be counted as neglected/delinquent, a child age 5 through 17 must live in an "Institution for neglected children and youth," which means a public or private residential facility, other than a foster home, that is operated primarily for the care of children and youth who (a) have been committed to the institution or voluntarily placed in the institution under applicable State law due to abandonment, neglect, or death of their parents or guardians; and (b) have had an average length of stay in the institution of at least 30 days; or must live in an "Institution for delinquent children and youth," which means a public or private residential facility that is operated for the care of children and youth who (a) have been adjudicated to be delinquent or in need of supervision and (b) have had an average length of stay in the institution of at least 30 days

Codes for Neglected/Delinquent Status

Y = Yes, student is identified as Neglected/Delinquent

N = No, student is not identified as Neglected/Delinquent

Edit checks for valid Neglected/Delinquent Status

- Y or N required

▲ Gifted Code

Required: EOY **Format:** numeric **Maximum Length:** 5

The Gifted Code identifies the area of giftedness for the student placed in the gifted program or for the student who was referred to and found eligible for the gifted program.

Codes for Gifted

- 1 = General Intellectual Aptitude only
- 2 = Specific Academic Aptitude only
- 3 = Visual/Performing Arts only
- 4 = Technical/Practical Arts only
- 12 = General Intellectual Aptitude & Specific Academic Aptitude
- 13 = General Intellectual Aptitude & Visual/Performing Arts
- 14 = General Intellectual Aptitude & Technical/Practical Arts
- 23 = Specific Academic Aptitude & Visual/Performing Arts
- 24 = Specific Academic Aptitude & Technical/Practical Arts
- 34 = Visual/Performing Arts & Technical/Practical Arts
- 123 = General Intellectual Aptitude, Specific Academic Aptitude, and Visual Performing Arts
- 124 = General Intellectual Aptitude, Specific Academic Aptitude, & Technical/Practical Arts
- 234 = Specific Academic Aptitude, Visual/Performing Arts, & Technical/Practical Arts

Student Record Collection – 2007 - 2008

1234 = General Intellectual Aptitude, Specific Academic Aptitude,
Visual/Performing Arts & Technical/Practical Arts

Edit checks for valid Gifted Code

- Blank or a valid Gifted Code

▲ Gifted Referral Flag

Required: EOY **Format:** alpha **Maximum Length:** 1

The Gifted Referral Flag identifies the student who was referred to the Gifted Program during the current school year, July 1st through June 30th.

Codes for Gifted Referral Flag

Y = Yes, the student was referred to the Gifted Program between July 1 and June 30.

N = No, the student was not referred to the Gifted Program between July 1 and June 30.

Edit checks for valid Gifted Referral Flag

Y or N required.

▲ Title I Status Code

Required: FALL, SPR, EOY, EIMS **Format:** alpha numeric **Maximum Length:** 2

The Title I Status Code identifies type of program funded by Title I the student participates in if the student attends a Target Assisted school.

Public Law 107-100, Title I, Sec. 1116

I:IN GENERAL.—In all schools selected to receive funds under section 1113(c) that are ineligible for a school wide program under section 1114, or that choose not to operate such a school wide program, a local educational agency serving such school may use funds received under this part only for programs that provide services to eligible children under subsection (b) identified as having the greatest need for special assistance.

(b) ELIGIBLE CHILDREN.—

(1) ELIGIBLE POPULATION

(A) IN GENERAL.—The eligible population for services under this section is—

(i) children not older than age 21 who are entitled to a free public education through grade 12; and

(ii) children who are not yet at a grade level at which the local educational agency provides a free public education.

II: ELIGIBLE CHILDREN FROM ELIGIBLE POPULATION. From the population described in subparagraph (a), eligible children are children identified by the school as failing, or most at risk of failing, to meet the State's challenging student academic achievement standards on the basis of multiple, educationally related, objective

Student Record Collection – 2007 - 2008

criteria established by the local educational agency and supplemented by the school, except that children from preschool through grade 2 shall be selected solely on the basis of such criteria as teacher judgment, interviews with parents, and developmentally appropriate measures.

(2) CHILDREN INCLUDED.—

(A) IN GENERAL.—Children who are economically disadvantaged, children with disabilities, migrant children or limited English proficient children, are eligible for services under this part on the same basis as other children selected to receive services under this part.

(B) HEAD START, EVEN START, OR EARLY READING FIRST CHILDREN.—A child who, at any time in the 2 years preceding the year for which the determination is made, participated in a Head Start, Even Start, or Early Reading First program, in preschool services under this title, is eligible for services under this part.

(C) PART C CHILDREN.—A child who, at any time in the 2 years preceding the year for which the determination is made, received services under part C is eligible for services under this part.

(D) NEGLECTED OR DELINQUENT CHILDREN.—A child in a local institution for neglected or delinquent children and youth or attending a community day program for such children is eligible for services under this part.

(E) HOMELESS CHILDREN.—A child who is homeless and attending any school served by the local educational agency is eligible for services under this part.

III: SPECIAL RULE.—Funds received under this part may not be used to provide services that are otherwise required by law to be made available to children described in paragraph (2) but may be used to coordinate or supplement such services.

Codes for Title I

01=Reading;

02=Math;

03=Reading & Math;

04=Math & Health;

05=Reading & Health;

06=Reading, Math Health;

07=Math & Support Services;

08=Reading & Support Services;

09=Reading, Math & Support Services;

10=Reading, Math, Support Services & Health

Edit checks for valid Title I Code

- Blank or a valid Title I Code

Student Record Collection – 2007 - 2008

- If not blank, Serving School/Center must be identified as a Title I Target Assistance School

Notes:

- Regardless of the number of times he/she may begin or discontinue a Title I program throughout the year, use the student's status as of the snapshot date.

▲ GED Program Code

Required: FALL, SPR, EOY, SUM **Format:** alpha numeric **Maximum Length:** 1

The GED Program Code identifies the student that is enrolled in a program leading to a GED, such as ISAEP or GAD program

Codes for GED Program

- 1 = GED
- 2 = ISAEP
- 3 = GAD

Edit checks for valid GED Program Code

- If GED Program Code is 1 or 3, the student must be at least 16 years old

▲ International Baccalaureate Program Flag

Required: EOY, SUM **Format:** alpha **Maximum Length:** 1

The International Baccalaureate Program Flag identifies the student that is enrolled in the International Baccalaureate Program and is working toward an IB diploma.

Codes for International Baccalaureate Program Flag

- Y = Yes, student is in IB program
- N = No, student is not in IB program

Edit checks for valid International Baccalaureate Program Flag

- Y or N required
- Serving School/Center must be identified as having an IB program

Notes:

- If a student is taking a state-approved IB course but is not participating in the program, the flag must be N

▲ Graduate/Other Completer Code

Required: EOY, SUM **Format:** alpha numeric **Maximum Length:** 2

The Graduate/Other completer code identifies the type of graduation diploma or completion document that the student received.

Student Record Collection – 2007 - 2008

Codes Graduate/Other Completer

Listed below are the state-approved Graduate/Other Completer Codes. More descriptive definitions for each Graduate/Other Completer Code are posted at:

http://www.doe.virginia.gov/VDOE/Publications/student-coll/code_values.html

- 1 = Standard Diploma
- 2 = Advanced Studies Diploma
- 3 = Special Diploma
- 4 = Certificate of Program Completion
- 5 = General Educational Development (GED)
- 6 = International Baccalaureate (IB) Diploma
- 7 = Modified Standard Diploma
- 8 = General Educational Development (GED) Certificate as a part of an ISAEP
- 9 = General Achievement Diploma (valid beginning in the 2003-2004 school year)
- 10 = No award in this school year school-age student whose IEP allow for multiple years in grade 12
- 11 = No award in this school year - foreign exchange, part-time private, or part-time home school student
- 12 = No award in this school year - student whose age and LEP status allow for multiple years in grade 12

Edit checks for valid Graduate/Other Completer Code

- Blank or a valid Graduate/Other Completer Code.
- If Grade Level Code is 12 AND Retention Flag is N, Graduate/Other Completer Code is required
- Warning received if Grade Level Code is not 11 or 12
- If Graduate/Other Completer Code is 6, then IB Program Flag must be Y
- If Graduate/Other Completer Code is 5, then GED Program Code must be 1 or 2
- If Graduate/Other Completer Code is 8, then GED Program Code must be 2
- If Graduate/Other Completer Code is 9, then GED Program Code must be 2 or 3
- If Graduate/Other Completer Code is 5, 8 or 9, the student must be at least 16 years old
- If Graduate/other Completer Code is 3, 7, or 10 then the Primary Disability Code cannot be blank or 15 (504)
- If Graduate/Other Completer Code is 10, 11 or 12, then Student's Grade Code must be 12
- If Graduate/Other Completer Code is 12, the LEP Status Code must be 1 or 4.

Student Record Collection – 2007 - 2008

▲ Graduation Plan Code

Required: EOY, SUM **Format:** alpha numeric **Maximum Length:** 2

The Graduation Plan Code identifies the post-graduate plan of the student.

Codes for Graduate Plan

Listed below are the state-approved Graduate Plan Codes. More descriptive definitions for each Graduate Plan are posted at:

http://www.doe.virginia.gov/VDOE/Publications/student-coll/code_values.html

- 1 = 4-yr college
- 2 = 2-yr college
- 3 = other education plans
- 4 = Military
- 5 = Employment
- 6 = None

Edit checks for valid Graduate Plan Code

- Blank or a valid Graduation Plan Code.
- If the Graduate/Other Completer Code is 1, 2, 3, 4, 5, 6, 7, 8, 9, a Graduate Plan Code is required
- Graduate Plan Code must be blank if the Graduate/Other Completer Code is 10 or 11
- Warning if student's Grade Code is not 11 or 12

▲ Advanced Placement Code

Required: EOY **Format:** numeric **Maximum Length:** 1

The Advanced Placement Code identifies the student enrolled in one or more Advanced Placement courses and/or the student who had taken the Advanced Placement test. The purpose of this indicator is to identify the percent of students who have taken an AP course or test during the school year.

Codes for Advanced Placement

- 1 = Enrolled in AP class
- 2 = Enrolled in AP and took AP exam
- 3 = Took AP exam

Edit checks for valid Advanced Placement Code

- Blank or a valid Advanced Placement Code
- Warning received if Grade Level Code is not 09, 10, 11 or 12

Student Record Collection – 2007 - 2008

▲ Dual Enrollment Flag

Required: EOY **Format:** alpha numeric **Maximum Length:** 1

The Dual Enrollment Flag identifies the student who has participated in a course as defined in the *Virginia Plan for Dual Enrollment Between Virginia Public Schools and Community Colleges* during the current school year. The criterion for what is and what is not a dual enrollment course is outlined in Superintendent's Memo INF 073, dated April 1, 2005. Superintendent's Memo INF 073 and the attachment, *Virginia Plan for Dual Enrollment Between Virginia Public Schools and Community Colleges* are available at: <http://www.doe.virginia.gov/VDOE/suptsmemos/2005/inf073.html>.

Codes Dual Enrollment Flag

Y = Yes, Student is taking one or more dual enrollment courses

N = No, Student is not taking any dual enrollment courses

Edit checks for valid Dual Enrollment Flag

- Y or N required
- Warning received if the Grade Level Code is not 09, 10, 11 or 12

▲ CTE Finisher Code

Required: EOY, SUM **Format:** numeric **Maximum Length:** 1

The CTE Finisher Code identifies the student who either 1.) has finished a required Career and Technical Education sequences of course to be considered a completer, 2.) finished a required Career and Technical Education sequence of course to be a completer in a program that has an articulated agreement with the local community college, or 3.) has taken at least one state approved Career and Technical Education course at anytime since 7th grade.

Codes for CTE Finisher

1 = finished CTE Course requirements for completion

2 = finished CTE Course requirements for completion of a Tech Prep program

3 = took at least one state-approved CTE course since 7th grade but has not finished CTE Course requirements for completion

4 = has not taken any state-approved CTE courses since 7th grade

Edit checks for valid CTE Finisher Code

- Must be a valid CTE Finisher Code
- Must be blank if grade is PK, JK, KA, KP, KG, T1, 1, 2, 3, 4, 5, or 6
- Required if grade is 7, 8, 9, 10, 11, or 12.

Notes:

- *The Career and Technical Education Administrative Planning Guide* can be found at: <http://www.doe.virginia.gov/VDOE/Instruction/CTE/apg/>

Student Record Collection – 2007 - 2008

▲ CTE Career Family Code

Required: SPR **Format:** alpha **Maximum Length:** 4

The CTE Career Family Code identifies the career family of the state-approved CTE course that the student has taken at anytime in this school year. If the student has taken more than one course that falls into different families, choose the family that most closely aligns with the student's career interests. See your local CTE Administrator for local application of this rule.

Codes for CTE Career Family Code

CT1 - Agriculture, Food and Natural Resources
CT2 - Architecture and Construction
CT3 - Arts, Audio-Video Technology & Communications
CT4 - Business, Management and Administration
CT5 - Education and Training
CT6 - Finance
CT7 - Government and Public Administration
CT8 - Health Science
CT9 - Hospitality and Tourism
CT10 - Human Services
CT11 - Information Technology
CT12 - Law, Public Safety, Corrections and Security
CT13 - Manufacturing
CT14 - Marketing, Sales, and Service
CT15 - Science, Technology, Engineering, and Mathematics
CT16 - Transportation, Distribution & Logistics
TP1 - Agriculture, Food, and Natural Resources
TP2 - Architecture and Construction
TP3 - Arts, Audio-Video Technology, and Communications
TP4 - Business, Management and Administration
TP5 - Education and Training
TP6 - Finance
TP7 - Government and Public Administration
TP8 - Health Science
TP9 - Hospitality and Tourism
TP10 - Human Services
TP11 - Information Technology
TP12 - Law, Public Safety, Corrections and Security
TP13 - Manufacturing
TP14 - Marketing, Sales and Service
TP15 - Science, Technology, Engineering and Mathematics
TP16 - Transportation, Distribution and Logistics

Edit checks for valid CTE Career Family Code

- Must be a valid CTE Family code
- Must be blank if grade is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5, or 6
- Required if CTE Special Populations Code is not blank

Student Record Collection – 2007 - 2008

Notes:

- The *Career and Technical Education Administrative Planning Guide* can be found at: <http://www.doe.virginia.gov/VDOE/Instruction/CTE/apg/>

▲ CTE Special Populations Code

Required: SPR, EOY, SUM Format: numeric Maximum Length: 3

The CTE Special Populations Code identifies the CTE special populations of the student that are not already collected in other elements. See your local CTE Administrator for assistance.

Codes CTE Special Populations Code

- 4 = Non-traditional Career Preparation
- 5 = Single Parent
- 6 = Displaced Homemaker
- 45 = Non-Traditional and Single Parent
- 46 = Non-Traditional and Displaced Homemaker
- 56 = Single Parent and Displaced Homemaker
- 456 = Non-Traditional, Single Parent and Displaced Homemaker

Edit checks for valid CTE Special Populations Code

- Must be valid CTE Special Populations Code
- Must be blank if Grade Code is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5, or 6

Notes:

- The *Career and Technical Education Administrative Planning Guide* can be found at: <http://www.doe.virginia.gov/VDOE/Instruction/CTE/apg/>
- Displaced Homemaker: The term means a student who:
 - has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills, has been dependent on the income of another family member but is no longer supported by that income, or is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et.seq.) not later than 2 years after the date on which the parent applies for assistance under this title; and
 - is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
- Nontraditional Training and Employment: Students who are classified as the nontraditional gender who are enrolled in one or more of the courses identified for Nontraditional Career Preparation and who are enrolled in an academic course that requires a Standard of Learning End-of-Course test. This term means occupations or fields of work, including careers in computer science, technology, and other emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work. To determine this student:
 - Review the list *Secondary Programs Identified for Nontraditional Career Preparation in Virginia* found at <http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/procedure.pdf>
 - Determine which courses from this list are offered at each high school and the nontraditional gender classification assigned to these courses; and

Student Record Collection – 2007 - 2008

- Review the class roster for only the courses offered at your school for nontraditional career
- Single Parent: Students who are unmarried or legally separated from a spouse and have a minor child or children for whom the parent has either custody or joint custody. This term includes single pregnant women.

▲ W8 Reason Code

Required: EOY **Format:** alpha numeric **Maximum Length:** 2

The W8 Reason Code is associated with the “W8 or W880” Exit/Withdrawal Codes and identifies the reason the student left school.

Codes for W8 Reason

Listed are the state-approved W8 Reason Codes. More descriptive definitions for each W8 Reason Code are posted at

http://www.doe.virginia.gov/VDOE/Publications/student-coll/code_values.html

- 10 = Achievement problems (low achievement, low motivation, low interest)
- 20 = Behavioral difficulties (suspension or expulsion, incarceration, runaway, truancy, poor relationships with peers or adults)
- 30 = Health problems (physical or mental illness, injury, substance abuse)
- 40 = Family (pregnancy, parenthood, marriage, needed at home)
- 41 = Parental Privilege: Age/maturity (for kindergarten and pre-kindergarten only)
- 42 = PK Student (non-applicable)
- 50 = Financial hardship (extreme poverty, working to support self or family)
- 60 = Employed (took a job, joined armed forces, entered Job Corps or similar program)
- 70 = Moved (no longer resides in the area and current status is unknown after appropriate investigation by the attendance officer)
- 80 = Reached maximum age to receive qualified services
- 81 = Personal choice; over 18 years of age, but still qualified to receive services
- 82 = Post Graduate; discontinued program (post graduate only)
- 90 = Expulsion (left school involuntarily due to an expulsion approved by appropriate school authorities)

Edit checks for valid W8 Reason Code

- Blank or a valid W8 Reason code
- If Exit/Withdrawal Code is W8 or W880 a W8 Reason Code is required
- If Summer Dropout Flag is Y a W8 Reason Code is required
- If W8 Reason Code = 41, then student must be in grade PK, JK, KA, KP, KG, or T1
- If W8 Reason Code = 42, then student must be in grade PK

Student Record Collection – 2007 - 2008

▲ Summer Dropout Flag

Required: EOY Format: alpha Maximum Length: 1

The Summer Dropout Flag identifies the student who is a summer dropout. This student was in membership the last day of school the previous year but did not return during the current year by October 1st.

Codes for Summer Dropout Flag

Y = Yes, the student was a summer dropout

N = No, the student was not a summer dropout

Edit checks for valid Summer Dropout Flag

- If Summer Dropout Flag is Y, then W8 Reason Code is required.
- If Summer Dropout Flag is Y, then Entry Code, Entry Date, Exit/Withdrawal Code, and Exit/Withdrawal Date are ALL optional.

▲ Aggregate Days Present

Required: SPR, EOY Format: numeric Maximum Length: 3

The Aggregate Days Present represents the cumulative number of days the student had been present in the school from the beginning of the current school year to the time of the snapshot. Include only the days present in the regular school term. Do not include summer school.

Edit checks for Aggregate Days Present

- A whole number less than or equal to Number of Days School was in Session
- If Active Status Code is N, then Aggregate Days Present must be zero
- Attendance (Aggregate Days Present plus Aggregate Days Absent) cannot be greater than the Number of Days School was in Session
- Warning received if the Number of Days School was in Session has not been completed on the Miscellaneous Web Data Collection Statistics Form

Notes:

- For the student whose Serving Division is not the Reporting Division, it is imperative that the Reporting Division gets the accurate Aggregate Days Present from the Serving School/Center for the student.
- If the student withdraws and re-enters the same school during the school year, include all the days present at that school for the regular school year.
- Days in Membership = the sum of Aggregate Days Present and (+) Aggregate Days Absent
- Average Daily Attendance (ADA) = Aggregate Days Present divided by (÷) Number of Days School was in Session
- Average Daily Membership (ADM) = the sum of Aggregate Days Present and (+) Aggregate Days Absent divided by (÷) Number of Days School was in Session

Student Record Collection – 2007 - 2008

▲ Aggregate Days Absent

Required: SPR, EOY **Format:** numeric **Maximum Length:** 3

The Aggregate Days Absent represents the cumulative number of days the student had been absent from the school from the beginning of the current school year to the time of the snapshot. Include only the days absent in the regular school term. Do not include summer school. Days absent plus (+) days present equal (=) days in membership.

Edit checks for Aggregate Days Absent

- A whole number less than or equal to Number of Days School was in Session
- Attendance (Aggregate Days Present plus (+) Aggregate Days Absent) cannot be greater than the Number of Days School was in session
- Warning received if the Number of Days School was in Session has not been completed on the Miscellaneous Web Data Collection Statistics Form

Notes:

- For the student whose Serving Division is not the Reporting Division, it is imperative that the Reporting Division gets the accurate Aggregate Days Absent from the Serving School/Center for the student.
- If the student withdraws and re-enters the same school during the school year, include all the days absent at that school for the regular school year.
- Days in Membership = the sum of Aggregate Days Present and (+) Aggregate Days Absent
- Average Daily Attendance (ADA) = Aggregate Days Present divided by (÷) Number of Days School was in Session
- Average Daily Membership (ADM) = the sum of Aggregate Days Present and Aggregate Days Absent divided by (÷) Number of Days School was in Session

▲ Retention Flag

Required: EOY **Format:** alpha numeric **Maximum Length:** 1

The Retention Flag identifies the student who was retained in the same grade at the end of the school year.

Codes for Retention Flag

Y = Yes, student was retained

N = No, student was not retained (student promoted or graduated)

Edit checks for Retention Flag

- Y or N required

Notes:

- If a 12th grade Special Education student who is returning to school in the fall Retention Flag = N if their IEP allows for multiple years in 12th grade.
- If a 12th grade student graduates during summer school, Retention Flag is Y and Graduate/Other Completer Code is blank on the EOY submission.

Student Record Collection – 2007 - 2008

▲ Truancy Conference Flag

Required: EOY **Format:** alpha numeric **Maximum Length:** 1

The Truancy Conference Flag identifies that a truancy conference was scheduled between the student, the student's parent/guardian and school personnel after the student has accumulated six absences during the school year without indication of the parent's or guardian's awareness and support of such absence.

Codes for Truancy Conference Flag

Y = At least one conference was held

N = No conferences held

Edit checks for Truancy Conference Flag

- Y or N required

▲ Tuition Paid Code

Required: FALL, SPR, EOY, SUM **Format:** alpha **Maximum Length:** 2

The Tuition Paid Code identifies that tuition is paid/received for the student, which is equivalent to the full net local per pupil cost.

Codes for Tuition Paid

02 = Paid Tuition to State Supported Institution

03 = Paid tuition to a Private Institution (does not include students funded with CSA funds)

04 = Paid Tuition to Regional Center

05 = Received tuition from another school division in Virginia (LEA)

07 = Tuition paid by or received from the Comprehensive Services Act (CSA)

09 = Inter-State Compact Placement

10 = Out of State Students: Contiguous State Offering Same Privileges to VA Students per 22.1-5

11 = Out of State Students: Contiguous State NOT Offering Same Privileges to VA Students per 22.1-5

12 = Tuition Received from a Non-Contiguous State or US Territory

15 = Paid Tuition to a School Division Outside the Commonwealth of Virginia

16 = Tuition waived; student served through Public School Choice agreement

17 = Tuition waived; applicable only to Fairfax/Falls Church DJJ and Community SVCS BD students

Edit checks for Tuition Paid Code

- If Tuition Paid Code is not blank, then the Responsible Division cannot equal Serving Division

Notes:

If an LEA pays another LEA, the full per pupil expenditure (state and local share) then the serving LEA should use tuition code of 5.

Student Record Collection – 2007 - 2008

▲ Non-public Student FTE

Required: FALL, SPR, EOY **Format:** numeric **Maximum Length:** 2

The Non-public Student FTE identifies the part-time student attending school to take one or two courses. This includes home-schooled and private schooled students. Non-public school students enrolled by a school division for an on-line course may be included as part-time students in ADM up to .25 ADM per class and capped at .50 ADM.

Codes for Non-public student FTE

- 10 = student takes a course NOT approved for SOQ reimbursement
- 25 = student takes 1 course approved for SOQ reimbursement
- 50 = student takes 2 or more courses approved for SOQ reimbursement

Edit checks for Non-public Student FTE

- Blank, 10, 25, or 50
- Decimal point is implied

▲ First Year in Ninth Grade Code

Required: EOY **Format:** numeric **Maximum Length:** 1

The First Year in Ninth Grade Code identifies the student entering ninth grade for the first time this school year.

Codes for First Year in Ninth Grade

- 1 = first year in 9th grade – never retained nor repeated the ninth grade in another Virginia public school in a previous school year.
- 2 = first year in 9th grade in this school BUT retained or repeated the 9th grade in another Virginia LEA in a previous school year
- 3 = first year in 9th grade in this school BUT retained or repeated the 9th grade in another school in this division in a previous school year
- 4 = retained or repeated the 9th grade in this school in a previous school year

Edit checks for First Year in Ninth Grade

- Blank or a valid First Year in Ninth Grade code.
- Required if Grade = 09

▲ Kindergarten Readiness Assessment Flag

Required: FALL, SPR, EOY **Format:** alpha **Maximum Length:** 1

The Kindergarten Readiness Assessment Flag identifies the kindergarten student who turns 5 between October 1st and December 31st and is administered a readiness assessment PRIOR to the student's first day of kindergarten.

Codes Kindergarten Readiness Assessment Flag

- Y = Yes, student was given a kindergarten readiness assessment
- N = No, student was NOT given a kindergarten readiness assessment

Student Record Collection – 2007 - 2008

Edit checks Kindergarten Readiness Assessment Flag

- Must be Y or N
- Required if student turns 5 between October 1st and December 31st and student in Grade Level Code KA, KP, or KG.

Notes:

There is no edit check if a student is not in grades KA, KP, or KG and has a Y in this field.

▲ NAEP Homeroom Identifier

Required: FALL **Format:** alpha **Maximum Length:** 10

The NAEP Homeroom Identifier is a school assigned identifier only used for NAEP testing; it is optional for all grades. It is strongly recommended for those students in grade 4 because NAEP uses this information to sort the testing materials.

Codes for NAEP Homeroom Identifier

Blank or a School assigned homeroom identifier

Edit checks for NAEP Homeroom Identifier

- optional

▲ School Choice Status Code

Required: FALL, SPR, EOY **Format:** numeric **Maximum Length:** 1

The School Choice Status Code is state assigned code that indicates the student's eligibility and election to participate in School Choice when the Responsible School is in School Improvement Status under the NCLB Act of 2001.

Codes for School Choice Status Code

1 = student applied to transfer to another school BUT the request was not granted for School Choice under 1116 of Title I

2 = student applied to transfer AND the request was granted BUT did not transfer to the approved school for School Choice under 1116 of Title I

3 = student applied to transfer AND actually transferred

Edit checks for School Choice Status Code

- Blank or a valid School Choice Status code.
- The Responsible school must be in NCLB sanctions
- The Responsible school must be Title I School Wide or Targeted Assisted
- If School Choice Status Code = 3 then Responsible school cannot equal Serving school.

Student Record Collection – 2007 - 2008

▲ Supplemental Education Services Status Code

Required: FALL, SPR, EOY **Format:** numeric **Maximum Length:** 1

The Supplemental Education Services Status Code identifies the student's eligibility and election to participate in Supplemental Education Services when the school is in Sanctions under the NCLB Act of 2001. Any student who meets the criterion the division chose in the Title I application is eligible for SES.

Codes for Supplemental Education Services Status Code

- 1 = Student did not apply to receive services
- 2 = Student received Supplemental Education Services this school year
- 3 = Student applied, BUT did not receive services

Edit checks for Supplemental Education Services Status Code

- Blank or a valid Supplemental Education Services Status code.
- School must be in NCLB sanctions, Year 2 or above
- School must be Title I School Wide or Targeted Assisted
- SES Status Code must be blank if School Choice Status Code is not blank.

Notes:

- The above codes apply to the status of the student during the current school year.
- All students attending a school in Year 2 Sanctions or above, or a Pilot school must have a valid SES Status Code.
- It is SES Status Code = 2 that will populate the SIIS [School Improvement Survey \(SIIS\)](#) web form with the End of Year (EOY) file submission.
- Eligibility for Supplemental Education Services under Title I is determined by the student's Disadvantaged Status Flag. This means that any student can receive Supplemental Education Services, but only Disadvantaged students are funded through Title I.

▲ Multiple Years in Grade 12 Flag

Required: EOY **Format:** alpha **Maximum Length:** 1

The Multiple Years in Grade 12 Flag identifies a school-aged, non-graduate receiving LEP services and/or a valid IEP **AND** will return to school in the next school year to continue working toward diploma or other completion document after 4 years of high school.

Codes for Multiple Years in Grade 12 Flag

- N = Student will not return next school year
- Y = Student will return next school year to continue working toward a diploma

Edit checks for Multiple Years in Grade 12 Flag

- Must be Y or N.
- If Y, then Grade Code must be 12 and Graduate/Other Completer Code must be 10 or 12.

Student Record Collection – 2007 - 2008

- If Y and Primary Disability Code is blank or 15, then LEP Status Code must be 1, 2, 3, or 4.
- If Y and LEP Code is not 1, 2, 3, or 4, then the Primary Disability Code can not be blank or 15.

▲ Diploma Seal

Required: EOY, SUM **Format:** numeric **Maximum Length:** 5

The Diploma Seal code identifies any and all diploma seals earned by a graduate.

Codes for Diploma Seal

- 1 Governor's Seal
- 2 Board of Education Seal
- 3 Board of Education Career and Technical Education Seal
- 4 Board of Education Seal of Advanced Mathematics and Technology
- 5 Board of Education Seal for Excellence in Civics Education
- 13 Governor's and CTE Seals
- 134 Governor's, CTE and Adv Math/Tech Seals
- 1345 Governor's, CTE1, Adv Math/Tech and Excellence in Civics Ed Seals
- 14 Governor's and Adv Math/Tech seals
- 145 Governor's, Adv Math/Tech and Excellence in Civics Ed Seals
- 15 Governor's and Excellence in Civics Ed Seals
- 23 Board of Education and CTE Seals
- 234 Board of Education, CTE and Adv Math/Tech Seals
- 2345 Board of Education, CTE1, Adv Math/Tech and Excellence in Civics Ed Seals
- 24 Board of Education and Adv Math/Tech seals
- 245 Board of Education, Adv Math/Tech and Excellence in Civics Ed Seals
- 25 Board of Education and Excellence in Civics Ed Seals

Edit checks for Diploma Seal Codes

- Must be a valid state assigned Diploma Seal Code.
- If not blank, then the Graduate/Other Completer Code must be 1, 2, or 6.

▲ Early College Scholar Program Code

Required: FALL SPR, EOY **Format:** numeric **Maximum Length:** 1

The Early College Scholar Program Code identifies the student who is participating in the Governor's Early College Scholars Program. Participating students, their parents/guardians, the high school principal, and the school counselor must sign the Governor's Early College Scholar Program agreement.

Student Record Collection – 2007 - 2008

Codes for Early College Scholar Program Code

- 1 = Student has completed the Early College Scholar Program agreement
- 2 = Student has earned the Governor's Early College Scholar certificate

Edit checks for Early College Scholar Program Code

- Blank or a valid Early College Scholar Program Code.

Notes:

- The Student Record Data Collection is not asking for everyone who is eligible, it is asking for those students who have made the commitment and signed the agreement and whose parents, principals and counselors have agreed to help that student achieve this goal. All high schools should currently collect the pertinent data. Schools should be aware of:
 - Students who are completing dual enrollment/dual credit courses and earning a “C” or better in the courses; and/or
 - Students who are completing advanced placement courses i.e., AP, IB, or Cambridge and
 - Scoring a “3” or higher on the AP examinations or
 - Scoring a “4” or higher on any form of the IB examinations or
 - Scoring a “D” or better on the Cambridge examinations; and/or
 - Students who are earning college credits by passing College Level Examination Program (CLEP) examinations.

The preceding are the Early College Scholar criteria. The SRC is not asking for all students who have scored at the above levels on one of the listed exams. Only the students who have signed the agreement **and** have scored at those levels on the listed exams should be reported.

▲ Distance Learning Flag

Required: Fall, SPR, EOY **Format:** alpha **Maximum Length:** 1

The Distance Learning Flag identifies the student who has taken at least one distance-learning course during the current school year where the credit counts towards high school graduation.

Codes for Distance Learning Flag

- Y = Yes, student has taken at least one distance learning course
- N = No, student has not taken a distance learning course

Edit checks for Distance Learning Flag

- Must be Y or N.
- If Y, then Grade Level Code must be 7, 8, 9, 10, 11, 12, or TT

Notes:

- Distance learning is defined as off-site delivery of instruction through emerging technologies or other similar means from a location outside of the home school,

Student Record Collection – 2007 - 2008

i.e., internet, televised, satellite, correspondence, intranet, videoconferencing, audio/telephone bridge, telecommunications or other emerging technologies.

▲ PK Experience Code

Required: Fall, SPR, EOY **Format:** numeric **Maximum Length:** 2

The PK Experience Code identifies the current or most recent PK (pre-kindergarten) experience of PK and kindergarten students. Students currently enrolled in pre-kindergarten or junior kindergarten programs (JK) that are locally, state, or federally funded are reported. If a PK or JK program is affiliated with the Local Educational Agency, the students of that program are included on the Student Record Collection.

Preschool and childcare programs are the initial stage of organized instruction that introduces very young children to a school-type environment. Such programs include preschool, pre-kindergarten, junior kindergarten, nursery school, childcare in center-based programs, and childcare provided by licensed in-home providers. Kindergarten children who are cared for by relatives, legal guardians, informal care, nannies, or by parent primary care also need to be identified for the Student Record Collection.

The codes for the PK Experience are listed in a hierarchical order. For each PK student choose the first applicable PK Experience Code from the following list. The code should reflect the child's current PK experience or the kindergarten student's most recent PK experience from the following list of State assigned codes.

Codes for PK Experience

20 = Coordinated Pre-kindergarten Classroom. The program coordinates funds from two or more federal, state, and local government grant programs, such as Virginia Preschool Initiative (VPI), Title I, and Head Start. The program meets the guidelines for the respective funding sources.

21 = Virginia Preschool Initiative (VPI). The classroom is funded by state grants and local matching funds under the Virginia Preschool Initiative (VPI) for at-risk four-year-olds, and meets VPI program requirements. The program may be operated by a school division, community agency, or independent contractor. The program does not rely on funds other than state VPI funds and the required local match.

22 = Title I Pre-kindergarten. The program meets Title I program requirements and uses Title I federal funds and necessary matching funds or in-kind provisions. The program does not rely on funds coordinated from other pre-kindergarten programs.

23 = Head Start. The program meets Head Start program requirements and is funded by Head Start and necessary matching funds or in-kind provisions. The program may be operated by a school division, community agency, or independent contractor. The program does not rely on funds coordinated from other pre-kindergarten programs.

30 = Coordinated Special Education. The student spends part of the day in a preschool special education program and part of the day in a pre-kindergarten program

Student Record Collection – 2007 - 2008

for non-disabled peers such as: VPI, Title I, Head Start, or child day care provided by a private provider.

31 = Special Education Only. The student is served in a preschool program that serves only students with disabilities or developmental delays. The student does not participate in a coordinated special education program, in which part of the day is spent in a program for non-disabled peers.

40 = Government – Tuition Charged. The student is served in a pre-kindergarten or child daycare program operated by a government agency, such as a school division or the Department of Defense, in which a tuition fee is charged to the parent/legal guardian. This includes programs in which tuition is charged on a sliding scale.

50 = Private Provider. The student is served by a preschool, child daycare, or other program provided by a private provider. This includes programs for-profit and non-profit providers, including faith-based programs and commercial daycare centers.

51 = Licensed Family Home Daycare Provider. The student is served by a preschool or child daycare provided in a home where the provider is licensed by the state of Virginia (or other state in which the program operates).

60 = No Formal or Institutional PK Program. The student was at home with a caregiver or in the home of another caregiver who was not licensed by the state of Virginia (or other state in which the program operates).

61 = Other. The student attended a preschool or child daycare program that does not fall into any of the above categories. If a child attended a combination of any of the above programs one of the above programs must be selected as the primary provider. Do not use “other”.

99 = Not Provided. No information was provided regarding the kindergarten student's PK experience.

Edit checks for PK Experience Codes

- Must be valid state assigned code.
- Student must be in grade PK, JK, KG, KA, KP, or T1.
- If PK Experience Code = 50, 51, or 60 grade can not be PK.

Notes:

- Refer to the Membership Scenarios posted at:
<http://www.doe.virginia.gov/VDOE/Publications/student-coll/PKExp-scen.pdf>
- Beginning with the 2007 – 2008 school year, this data element will be required for all students in grades PK, JK, KG, KA, and KP, or T1.
- For PK or JK students, the data collected should reflect the student's current experience.
- For kindergarten or T1 students, the data collected should reflect the most recent PK experience, within the year prior to kindergarten.

Student Record Collection – 2007 - 2008

- For PK or JK students, the data collected should reflect the PK experience as of the SRC collection date.

▲ PK Weekly Time Code

Required: Fall, SPR, EOY **Format:** numeric **Maximum Length:** 2

The PK Weekly Time Code represents the average amount of time the student spends each week in the program specified by the PK Experience Code.

Codes for PK Weekly Time

- 0 = No time in a formal or institutional PK program
- 1 = Less than 15 hours per week
- 15 = 15 hours or more but less than 30 hours per week
- 30 = 30 or more hours per week

Edit checks for valid PK Weekly Time Code

- Must be a valid state assigned code.
- Required if student is in grades PK, JK, KG, KA, KP, or T1.
- PK Weekly Time Code = 0 can only be used with PK Experience Codes 60 (Other) & 99 (Not provided)

Notes:

- Beginning with the 2007 – 2008 school year, this data element will be required for all students in grades PK, JK, KG, KA, and KP, or T1.
- For PK and JK students, the number of hours per week should reflect the student's current PK experience.
- For kindergarten or T1 students, the number of hours per week should reflect the most recent PK experience, within the year prior to kindergarten.

▲ CTE Dual Enrollment Flag

Required: EOY, SUM **Format:** alpha **Maximum Length:** 1

The CTE Dual Enrollment Flag identifies the student who has taken one or more CTE dual enrollment courses while in high school. Only Career and Technical Education courses taken at a community college or other institution should be included. Do not include academic or other elective courses here.

Codes for CTE Dual Enrollment Flag

- N =No, the student did not take a CTE dual enrollment course
- Y =Yes, the student did take a CTE dual enrollment course

Edit checks for CTE Dual Enrollment Flag

- Must be Y or N.

Student Record Collection – 2007 - 2008

▲ CTE Competency Attainment Flag

Required: EOY, SUM **Format:** alpha **Maximum Length:** 1

The CTE Competency Attainment Flag identifies the student who has obtained 80% of the essential competencies from the state-provided, industry-validated competency list.

Codes for CTE Competency Attainment Flag

N =No, the student did not obtain 80% of the essential competencies

Y =Yes, the student did obtain 80% of the essential competencies

Edit checks for CTE Competency Attainment Flag

- Must be Y or N.
- If Y then the CTE Finisher Code must be 1 or 2
- If Y then the Graduate/Other Completer Code can not be blank

▲ CTE Completer Program Code

Required: EOY, SUM **Format:** alpha **Maximum Length:** 1

The CTE Completer Program Code identifies the CTE Program completed by the student. The CTE Completer Program Codes are not the same as the course codes

Codes for CTE Completer Program Code

See List of state-assigned CTE Completer Program Codes available:

http://www.doe.virginia.gov/VDOE/Publications/student-coll/code_values.html

Edit checks for CTE Completer Program Code

- Must be a valid state assigned CTE Completer Program Code
- Required if CTE Finisher Code is 1 or 2 and Graduate/Other Completer Code is not blank

▲ Address line 1

Required: EOY, SUM **Format:** alpha-numeric **Maximum Length:** 30

Address line 1 provides the house number and street or post office box of the student who is a Graduate and a CTE Completer.

Edit checks for Address line 1

- Required if CTE Finisher Code is 1 or 2 and Graduate/Other Completer Code is not blank and Telephone Number is blank

▲ Address line 2

Required: EOY, SUM **Format:** alpha-numeric **Maximum Length:** 30

Address line 2 provides a continuation of Address line 1, if necessary.

Student Record Collection – 2007 - 2008

▲ Zip Code

Required: EOY, SUM **Format:** numeric **Maximum Length:** 5

This is the zip code of the student who is a Graduate/Other Completer and a CTE Completer.

Edit checks for Zip Code

- Required if CTE Finisher Code is 1 or 2 and Graduate/Other Completer Code is not blank and Telephone Number is blank

▲ Telephone Number

Required: EOY, SUM **Format:** numeric **Maximum Length:** 10

This the telephone number of the student who is a Graduate/Other Completer and a CTE Completer. The area code and 7-digit phone number should be included. Parentheses, dashes or other special characters are implied; do not include them with the telephone number

Edit checks for Address line 1

- Required if CTE Finisher Code is 1 or 2 and Graduate/Other Completer Code is not blank and Address Line 1 is blank
- Must be 10 digits.

▲ Student's First Name

Required: FALL, SPR, EOY, SUM, EIMS **Format:** alpha **Maximum Length:** 15

Edit checks for Student's First Name

- Student's First Name cannot be blank.

▲ Student's Middle Name

Format: alpha **Maximum Length:** 15

▲ Student's Last Name

Required: FALL, SPR, EOY, SUM, EIMS **Format:** alpha **Maximum Length:** 25

Edit checks for Student's Last Name

- Student's Last Name cannot be blank.

Explanation	Format	Max Length
Unique Local Student Identifier	alpha numeric	12
Responsible Division Number	numeric	3
Responsible School Number	numeric	4
Serving Division Code	numeric	3
Serving School/Center Code	numeric	4
Active Status Code	alpha	1
Entry Code	alpha numeric	4
Entry Date	date	10
Exit/Withdrawal Code	alpha numeric	4
Exit/Withdrawal Date	date	10
Racial/Ethnic Code	numeric	2
Gender Code	alpha	1
Birth date	date	10
Grade Level Code	alpha numeric	2
Kindergarten Half-Day Flag	alpha	1
Primary Disability Code	alpha numeric	3
Spec Ed Weekly Time %	numeric	3
Disadvantaged Status Flag	alpha	1
Limited English Proficient Status Code	alpha	2
LEP Proficiency Level Code	alpha-numeric	1
Country of Birth Code	alpha numeric	4
Home Language Code	alpha numeric	4
Immigrant Status Flag	alpha	1
Migrant Status Flag	alpha	1
Homeless Status Flag	alpha	1
Neglected/ Delinquent Status Flag	alpha	1
Gifted Code	alpha numeric	5
Gifted Referral Flag	Alpha-numeric	1
Title I Code	alpha numeric	2
GED Program Code	alpha numeric	1
International Baccalaureate Program Flag	alpha	1
Graduate /Other Completer Code	alpha numeric	2
Graduate Plan Code	alpha numeric	2
Advanced Placement Code	numeric	1
Dual Enrollment Flag	alpha numeric	1
CTE Finisher Code	numeric	1
CTE Career Family Code	alpha	4
CTE special Populations Code	numeric	3
W8 Reason Code	alpha numeric	2
Summer Dropout Flag	alpha	1
Aggregate Days Present	numeric	3
Aggregate Days Absent	numeric	3
Retention Flag	alpha numeric	1
Truancy Conference Flag	alpha numeric	1
Tuition Paid Code	alpha	2

Non-public student FTE	numeric	2
First Year in Ninth Grade Code	numeric	1
Kindergarten Readiness Assessment Flag	alpha	1
NAEP Homeroom Identifier	alpha-numeric	10
School Choice Status Code	numeric	1
Supplemental Education Services Status Code	numeric	1
Multiple Years in Grade 12 Flag	alpha	1
Diploma Seal	numeric	5
Early College Scholar Program Code	numeric	1
Distance Learning Flag	alpha	1
PK Experience Code	numeric	2
PK Weekly Time Code	numeric	2
CTE Dual Enrollment Flag	alpha	1
CTE Competency Attainment Flag	alpha	1
CTE Completer Program Code	numeric	4
Address line 1	alpha numeric	30
Address line 2	alpha numeric	30
Zip Code	numeric	5
Telephone Number	numeric	10
Student First Name	alpha-numeric	15
Student Middle Name	alpha-numeric	15
Student Last Name	alpha-numeric	25